



## SMOKING POLICES

### Directive 6 - 106

Date of Issue: July 2013    Amends/Cancel: G.O. 09-20

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#### I. PURPOSE

The purpose of this Directive is to promote a healthy and safe work environment for all members of the Department of General Services Maryland Capitol Police (DGS-MCP).

To reinforce established state wide smoking policies.

#### II. POLICY

All members of DGS-MCP will adhere to the following procedures.

#### III. PROCEDURES

- A. All members of DGS-MCP will strictly adhere to all elements of the Governors Executive Order 01.01.1992.20.
- B. Members of DGS-MCP will not smoke in any state vehicle pursuant to the Department of Budget and Management Policies and Procedures for Vehicle Fleet Management (January 2005) 2.3c. *There shall be no smoking in state vehicles.*
- C. Members of DGS-MCP who choose to smoke will do so only in designated smoking areas.
- D. Supervisors and managers shall not authorize "smoke breaks" or equivalent for employees.
- E. When properly relieved members of DGS-MCP may smoke in designated areas during authorized breaks and lunch periods.
- F. Employees are reminded not to abandon their post for any reason including "taking a smoke break."